

## Project Management & Donor Agencies

### Programme Schedule with Mentorship Programme

Themes	Date/Time	13 February 2023 Tuesday	14 February 2023 Wednesday	15 February 2023 Thursday	16 February 2023 Friday
<b>Sessions</b>	<b>Timings</b>	<b>Project Planning Phase</b>	<b>Preparation Design Phase</b>	<b>Project Design Phase</b>	<b>Project Implementation Phase</b>
Opening	08.00 to 08.15	Log in and Introduction of Events of the Day	Log in and Introduction of Events of the Day	Log in and Introduction of Events of the Day	Log in and Introduction of Events of the Day
Session 1 1 hour, 15 min	08.15 to 09.30	<b>Project Lifecycle Management</b>	<b>Problem Analysis</b>	<b>Project Budget &amp; Finance Management</b>	<b>Project Monitoring</b>
Break	09.30 to 10.00	Break time	Break time	Break time	Break time
Session 2 1 hour, 15 min	10.00 to 11.15	<b>Profiling Project Area and Organisation</b>	<b>Project Goal &amp; Objectives</b>	<b>Time &amp; Risk Management</b>	<b>Donor Agency Relationship</b>
Group Action	11.15 to 11.30	Group Elaboration	Group Elaboration	Group Elaboration	Group Elaboration
Break	11.30 to 12.00	Break Time	Break Time	Break Time	Break Time
Session 3 1 hour, 15 min	12.00 to 13.15	<b>Needs Assessment and Stakeholder Analysis</b>	<b>Planning Project Activities</b>	<b>Documentation &amp; Reporting</b>	<b>Managing Project Office</b>
Break	13.15 to 14.00	Break Time	Break Time	Break Time	Break Time
Session 4 1 Hour	14.00 to 15.00	<b>Donor Agencies for Pastoral Work, Scholarship &amp; Mass Intensions</b>	<b>Know Donor Agency- Manos Unidas</b>	<b>Know Donor Agency – Missio Munich</b>	<b>Donor Agencies for Social Development Projects</b>
Break	15.00 to 15.15	Break Time	Break Time	Break Time	Break Time
Group Action	15.30 to 16.00	First Days' Exposition	Second Days' Exposition	Third Days' Exposition	Fourth Days' Exposition & End of Training
<b>Mentorship</b>	16.00 to 17.00		<b>Mentoring Session 1</b>		<b>Mentoring Session 2</b>
	15.00 to 16.00	<b>Mentoring Session 3 – Monday 19 February, Mentoring Session 4 – Wednesday 21 February, Mentoring Session 5 – Friday 23 February 2024</b>			

All time given for the training are of London, United Kingdom – GMT, Greenwich Mean Time